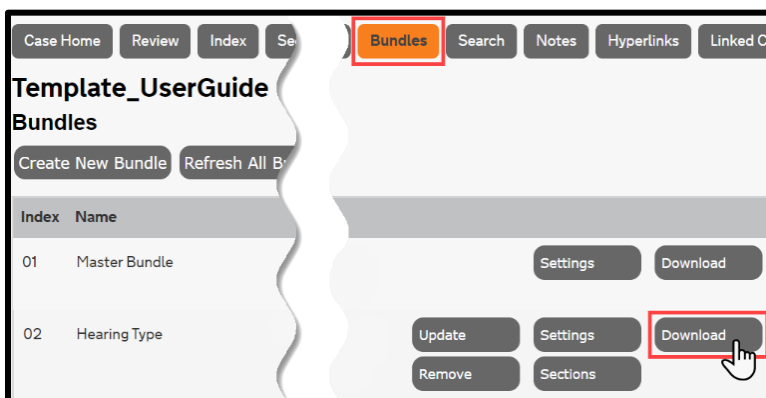


Digital Evidence

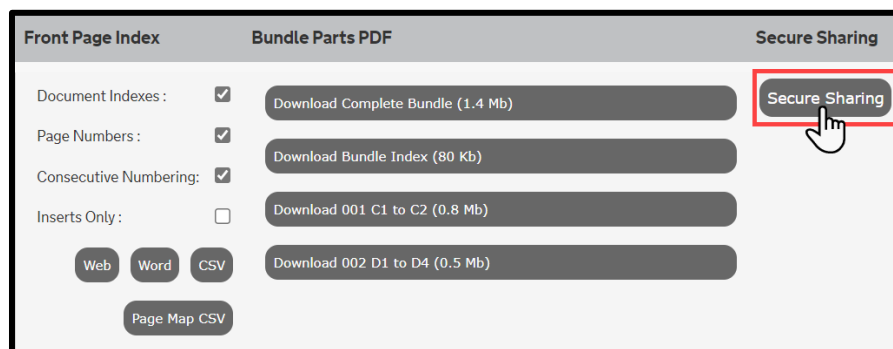
Providing Public Access to Admitted Exhibits

1. Secure Sharing via Email

- a. ***This option requires the Requester to have a valid email address***
- b. Refer to local policy/procedure to **determine if the existing bundle(s) can be used**
 - i. **If yes, proceed to next step (bullet c)**
 - ii. If no, refer to section below ([How to Create a Public Access Bundle](#)) before proceeding
- c. Locate Case in portal > Update Case > **Bundles tab** > Locate Bundle > Select **Download**



- i. Select **Secure Sharing**



- ii. Enter **Requester's email address** > *Optional: Enter code word* > Select **Securely Share FULL Bundle**

Send by Secure Sharing

Secure Sharing is a way of sending the Bundle for this case to an email address:
The recipient will receive two emails, each with a link. When the recipient has clicked on both links they will have access to the Bundle and will, for 72 hours from now, be able to download the Bundle to their PC.

For further security, you can enter a password (e.g. 'boat'). **It is your responsibility to communicate the password to the recipient.** Passwords are optional.

Email Address:

Code Word (optional):

Securely Share FULL Bundle

- A. **If a code word is entered**, Clerk must separately communicate the code word to Requester
- B. **If the bundle contains sealed and/or restricted exhibits**, a pop-up message may appear and may include one or two messages

This bundle contains Sealed Exhibits and their contents will not be available to view.

This bundle includes Restricted Files and you may be sharing information that should not be made available to the general public.

OK Cancel

1. **Sealed exhibits** will never be visible, and a pop-up message will always appear
2. Whether **restricted exhibits** will actually be visible depends on whether the Clerk/Court has activated the configuration to show/display restricted exhibits
 - a. If **yes**, the restricted exhibits will be visible to the recipient, the pop-up message will always appear, and the local policy/procedure should be followed
 - b. If **no**, the restricted exhibits will NOT be visible, and the pop-up message will NOT appear

- d. Requester will receive **two emails** with a link and instructions

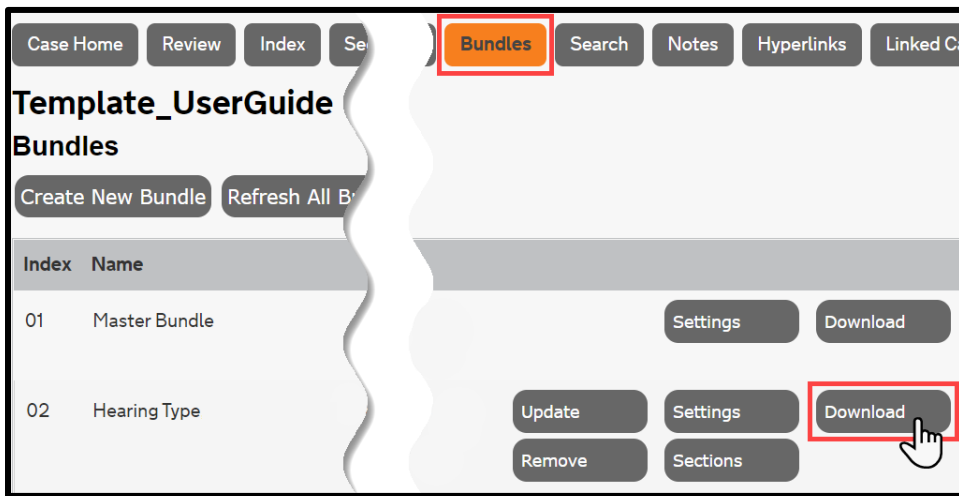
Email number one (of two):
 You have been given access to an electronic bundle on CaseLines, a secure third party provider, by **Clerk's Name**. Access is secure and time limited. You will be able to access the document bundle until August 14, 2021 10:28 AM (US Mountain Standard Time).
 Instructions:
 =====
 1. Please click on the link below.
<https://digitalevidence>

- i. Requester **must click on both links** to gain access
 - ii. Requester's ability to access the bundle will **expire after 72 hours** from the time that the bundle was shared
 - iii. Requester **can download** each part of the bundle **ONLY one time** – *a new request will need to be processed for additional access*
- e. The Clerk/Court User that shared the bundle will receive an email confirmation, which will include the code word (*if one was entered*)

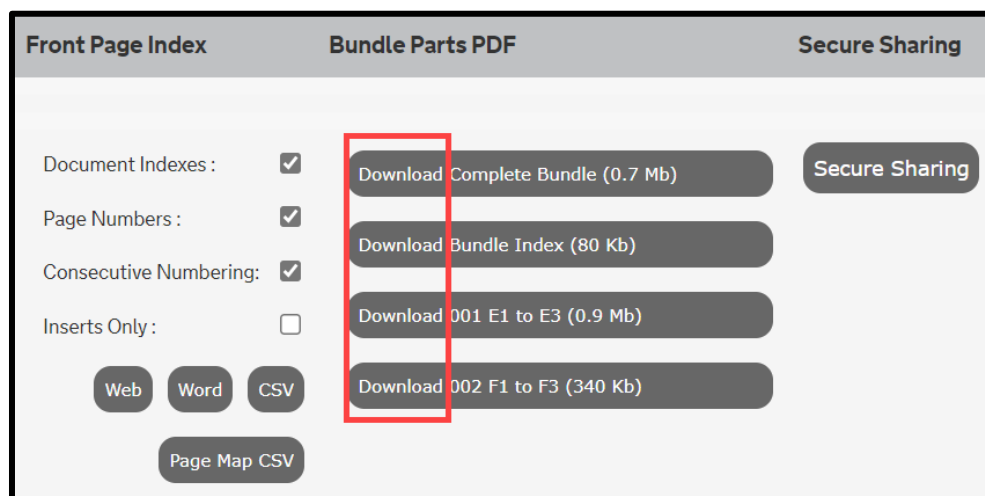
You have given time limited access to a bundle. Details are:
 Recipient email: [@gmail.com](#)
 Code word: test
 Case Name: Template_UserGuide
 Time Limit: August 14, 2021 11:43 AM (US Mountain Standard Time)

2. Downloading Exhibits (Copies Requested)

- a. Locate Case in portal > Update Case > **Bundles tab** > Locate Bundle > Select **Download**



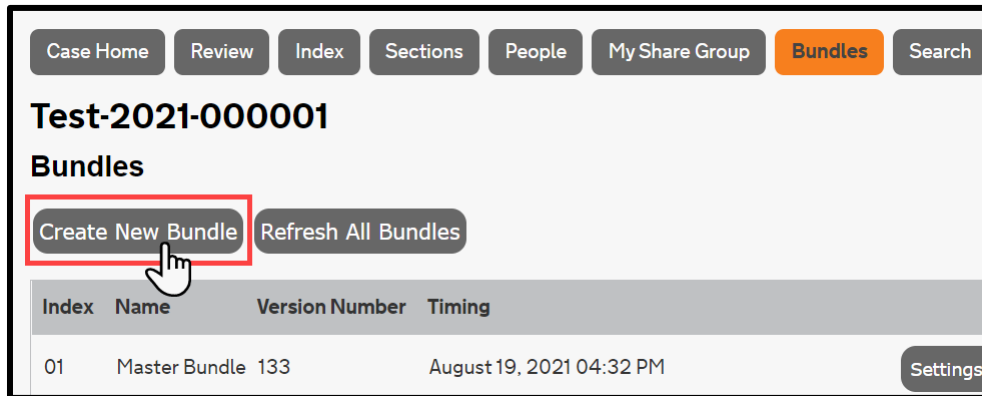
- i. **Download** the entire bundle or a specific section of the bundle by clicking the appropriate button



- ii. **Print/Save** the Complete Bundle or the specific section of the bundle
Note: When only a specific section of a bundle is downloaded, the index is not included, but the index may be separately downloaded
- b. If fulfilling a request for copies from multiple bundles, repeat the download process for the additional bundles – **do NOT use the Master Bundle**
- c. **Provide the requested copies** to the Requester

3. How to Create a Public Access Bundle

- a. Only a Clerk/Court User that has been granted permission to Create Cases can perform this task
- b. Locate Case in portal > Update Case > **Bundles tab** > **Create New Bundle**



- i. Enter **Index information** (numeric or alpha characters)
- ii. Enter Name as **Public Access Request**
- iii. Select **Save** to create the bundle and return to the Bundles tab

- c. **Add the appropriate Section(s) to the Bundle**



Section Number/Letter	Section Title	Default
A	Test 1 A	Add
B	Test 1 B	Add
C	Test 2 C	Add
D	Test 2 D	Add
E	Test 3 E	Add

- i. Scroll to the bottom of the list to view the added section(s) > Ensure that a checkmark has been applied only to the column for **Exclude Documents by Default** > Select **Documents** for each section, to provide access to exhibits

Section Number/Letter	Section Title	Section Order	Bundle Specific Order	Allow Document Upload & Delete	Include Documents by Default	Exclude Documents by Default	Remove	Documents
C	Test 2 C	C		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove	Documents
D	Test 2 D	D		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove	Documents

- ii. Select **Edit** > Select the **box in the Included column** to provide access to the exhibits

Bundle Specific Order	Included	Inserted	Tabbed	Index	Name	Page Count	Page Range	Edit
0001					Roundtable 1			Edit
0002					Survey	1		Edit

Bundle Specific Order	Included	Inserted	Tabbed	Index	Name	Page Count	Page Range	Show n
0001	<input checked="" type="checkbox"/>				Roundtable 1			Edit
0002	<input type="checkbox"/>				Survey	1	All	



Note: Changes are automatically saved, and a saving indicator will appear on the left side of the screen within the column titled Bundle Specific Order

- iii. **Repeat this step** until all appropriate sections and exhibits have been added to the Bundle
- d. Select the **Index tab** > View the **Public Access Request Bundle** to verify that all of the appropriate sections and exhibits have been included
- e. **Print and provide the copies** to the requestor or **share via** [Secured Sharing](#)